

ADMINISTRATIVE
INTERNAL USE ONLY

ORD HISTORY PLANNING

BACKGROUND

The Agency is becoming old enough to begin having its "incorporating" employees retire and a new generation move in. It is desired to document the Agency's history while first hand experiences are still available as research sources.

25X1A9a

[REDACTED] has been retained on a contract status to oversee the complete write-up. The project is expected to require a year to complete. No content or format guide has been generated and recommendations are being solicited.

ORD CONTRIBUTION

ORD proposes to pursue the subject under the following guidelines:

Director of Publication	Mr. Robert Chapman	
Project Editor and Author	[REDACTED]	25X1A9a
Data Source	ORD personnel and files	
Length of Document	50-60 pages	
Project Man-Hours	80 man-hours	
Time to Complete	90 days after go-ahead	
Composition	Charts, graphs, text covering mission, organization, philosophy, accomplishments, problems, unique project operations, significant programs, and personnel.	

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